

November 5, 2003

Dear Employee:

Open Enrollment season will take place from **November 10, 2003 through December 8, 2003**. At this time, benefit-eligible employees may elect to make changes or enroll in new benefits for the 2004 plan year.

Open enrollment is the only time during the year, with limited exceptions, that you may:

- Change your health plan coverage in the District of Columbia Employees Health Benefits Program (DCEHBP) or the Federal Employees Health Benefits Program (FEHBP);
- Enroll in the Short-term Disability Insurance program;
- Set up Flexible Spending Accounts (FSA) for 2004 to pay out-of-pocket health care and/or dependent care expenses with before-tax dollars; and
- Add new dependents to the health plans.

In order to assist you in understanding the benefits programs and how to enroll in them, the DCOP has prepared an open enrollment brochure that summarizes the District's benefit program. You do not need to do anything if you want to maintain your current level of coverage for the health benefits and short-term disability program for 2004; your enrollment will continue automatically. When reviewing and selecting a new health insurance program, please make sure that you review the plan summary information to make an informed decision. There may have been increases in co-pays for hospitalization, prescription, primary care, and specialist care visits.

Please note that if you participated in the Flexible Spending Accounts program during 2003, your FSA contributions will not automatically continue into 2004. You must reestablish your FSA accounts for the 2004 plan year. New participants in the Flexible Spending Account program are welcome to enroll.

The D.C. Office of Personnel will also host several benefits fairs. The dates and times are located in the enclosed brochure as well as on the DCOP website. Program brochures will be available at several locations: One Judiciary Square, Suite 345 South; Reeves Center – 4th Floor; and your agency personnel office.

For additional information or questions, please contact the DC Office of Personnel, Employee Service Center, at (202) 442-9655; the Reeves Center Benefits office at (202) 671-1300; or visit the DCOP website at www.dcop.dc.gov.

Sincerely,

Judy D. Banks
Acting Director of Personnel